KASES Network Memo No. 43

TO: Staff, Division of Child Support Enforcement
         All IV-D Agents

DATE: January 31, 1997

SUBJECT: CS89 and CS90 Order Types

KRS 405.470 through 405.490 allow the Cabinet for Families and Children (CFC) to administratively collect delinquent child support by using the order to withhold and deliver process. The administrative wage withholding process requires staff to issue the Order to Withhold Earnings (Form CS-89) to notify the noncustodial parent's employer to begin the withholding of earnings. Staff are also required to issue the Change in Order to Withhold (Form CS-90) to advise the noncustodial parent's employer of a change in or the termination of a CS-89. The CS-90 is used to both modify the wage withhold amount and to end the wage withhold process.

Previously, staff was unable to enter administrative wage withhold orders on KASES because of the order start date for current date. Entering the start date for a CS-89 or CS-90 affected the charging date for current support. The start date entered for the CS-89 and CS-90 became the current support start date.

An enhancement which migrated to KASES effective January 22, 1997, allows staff to enter administrative wage withhold orders without changing the charge date for current support. Two new order types, CS89-ADMINISTRATIVE ORDER TO WITHHOLD EARNINGS, and CS90-ADMINISTRATIVE CHANGE IN ORDER TO WITHHOLD EARNINGS, have been added to the valid ORDER TYPE to accommodate the administrative wage withhold order. Two related events have also been added in regard to

the CS89 and CS90. They are Class 2 Events which read as follows:
"ADWG   ADMIN WAGE EST, CS89" and "ADWG   ADMIN WAGE EST, CS90."

The CS89 and CS90 ORDER TYPE can only be entered in the system when
an order exists on a case. The system brings forward all information
from the current order in effect to the Create Order screen (ASEFOD).
Updates to the FILE #, ORDER TYPE and START DATE fields can be
completed on screen ASEFOD when a CS89 or CS90 ORDER TYPE is entered.

The FILE # field is to be updated to ADMIN plus the ten-position IV-D
case number, including the leading zeroes. For example,
ADMIN0000043257 is entered in the FILE # field when adding an
administrative wage withhold order to IV-D case number ꭓꭓꭓꭓꭓ **The
ADMIN plus ten-position IV-D number is to be used whenever an
administrative order is added to KASES.**

Updates to the FREQ and FREQ AMT fields on the Update Order Extension
screen (ASEFOG) can be completed for all extensions with the
exception of the CSUP and VLEX extension types. The system displays
an error message informing the user that the CSUP or VLEX extension
is not available for an administrative wage withhold order.

A CS89 or CS90 ORDER TYPE is entered for each IV-D case when an
administrative wage withhold is completed for a noncustodial parent
with multiple cases.

Examples of screens used to complete a CS89 or CS90 ORDER TYPE are
attached to this memorandum. The examples reflect action taken
through the Accounting Functions on KASES. More detailed information
will be provided with the revision of the appropriate subsections in
the KASES Handbook.

DCSE STAFF AND CONTRACTING OFFICIAL STAFF ARE TO SAVE AND FILE THIS
MEMO FOR FUTURE REFERENCE.

STEVEN P. VENO, DIRECTOR
DIVISION OF CHILD SUPPORT ENFORCEMENT

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors
            IV-D Agents - Area Office Managers

```
ASEMFA    300X001              K A S E S
01/20/97 09:30:50    FINANCIAL MANAGEMENT MENU
AP NAME                              MPI# 0000000   IV-D# XYYXX
CL NAME                              MPI# 000000    WRKR# XXXX
-----------------------------------------------------------------

01 - ENTER/UPDATE PAYMENT BATCH      13 - MAINTAIN INTERCEPT DATA
02 - ENTER PAYMENT INSTRUCTIONS      14 - HOLD/RELEASE TRANSACTION
03 - CANCEL CHECK                    15 - UI INTERCEPT MAINTENANCE
04 - ADD SUPPORT ORDER               16 - PRIOR MONTH DEFRA MAINTENANCE
05 - LIST COURT ORDER HISTORY        17 - LIST SYSTEM LVL ACCT HISTORY
06 - ADJUST ACCOUNT BALANCES         18 - LIST CLIENT AFDC ACCT HISTORY
07 - HOLD/RELEASE ACCOUNT            19 - CASE SUMMARY INQUIRY
08 - LIST PARTICIPANT ACCOUNT HIST.  20 - E.F.T. PRENOTIFICATION-OS AGCY
09 - LIST CASE ACCOUNT HISTORY       21 - E.F.T. PRENOTIFICATION-CLIENT
10 - UPDATE SUBACCOUNT INDICATORS    22 - PAYMENT HISTORY INQUIRY
11 - SHOW SUBACCTS FOR CASE OR PART.
12 - LIST TRANSACTIONS UNDER EVENT

       ENTER NUMBER OF SELECTION __    ENTER ACCOUNT #
-----------------------------------------------------------------

PF4-SUB MENU        PF1-HELP        PF3-PREV SCREEN      PF12-MAIN MENU
```

To begin the process of adding a CS89 or CS90 ORDER TYPE to KASES, select
Option 04-Add Support Order from the Financial Management Menu, key in the
IV-D case number, and press ENTER. The Select Support Order screen
(ASEFOA) displays. See the following page for instructions for completing
this screen.

```
ASEFOA                      K A S E S                        PAGE 01
01/20/1997              SELECT SUPPORT ORDER
AP NAME                                 MPI,          IV-D#
CL NAME                                 MPI#  _____   WRKR#
                                                        CO #
              COURT       COURT         COURT          ORDER      ORDER
    FILE #    DATE        FIPS          NAME           START DATE TYPE
  =========== ========== ====--  ==  ===================== ========== ====
1             10/11/1996          JEFFERSON CIRCUIT COUR 11/01/1996 ORIG




             ENTER "LINE NUMBER" OF SELECTION:  __
------------------------------------------------------------------------

ENTER-SELECT        PF6-ADD ORDER        PF7-UP        PF8-DOWN
PF9-UPDATE ORDER
```

An order must exist on KASES before a CS89 or CS90 can be added to the
system. Select the PF6-ADD ORDER option to add a CS89 or CS90 ORDER TYPE
to KASES. The Create Order screen (ASEFOD) screen displays. See the
following page for instructions for completing this screen.

```
ASEFOD    300X001              K A S E S
01/20/97 10:05:20             CREATE   ORDER
AP NAME                                    MPI#        IV-D#
CL NAME                                    MPI#        WRKR#
PLAINTIFF/PETITIONER          _____ _  _____
DEFENDANT/RESPONDENT             _       _____
FILE #      133111_____  ENTRY WORKER # __  __. REBUTTAL RSN NONE
COURT DATE  10/11/1996          COURT FIPS 21111____   OS FIPS _____
ORDER TYPE  ORIG                COURT NAME     JEFFERSON CIRCUIT COURT__
START DATE  11/01/1996          NEXT CHARGE DT  02/01/1997
ENDING DATE 12/31/2099          PAY ORDER TYPE  REGP CFC PAYEE Y (Y/N)
NEXT REVIEW DATE _____
PRORATABLE INDC N (Y/N) PER/CHILD SHARE _____  SPOUSAL SUPP IND N (Y/N/S)
CRIMINAL SENTENCE ___ MONTHS ___ DAYS   POUNDAGE INDICATOR _ (Y/N)
TERMS 1. ____    2. ____   3. ____   4. ____  BILLING INDICATOR _ (Y/N)
----------- -------------- COVERED CHILDREN ------------------- PAGE 0001
  Y 0000                                                       
  Y 0000                                                       
   _
LAST UPDATE 01/20/1997 10:05:20 WORKER 300X01  ORDER NOTES   POSTING INST N

PF5-NOTES PROCESS    PF7-UP          PF8-DOWN         PF9-CONFIRM
PF11-POSTING INST    PF13-UPD CHILDREN
```

The system displays information from the current order in effect on screen ASEFOD. The administrative wage withhold order is entered by typing over information in the FILE #, ORDER TYPE and START DATE fields. ADMIN plus the ten-position IV-D number, including the leading zeroes, is entered in the FILE # field. For example, enter ADMIN0000043257 in the FILE # field. **(The ADMIN plus ten-position IV-D number format is to be used whenever an administrative order is added to KASES.)** CS89 or CS90 is entered in the ORDER TYPE field and the order start date is entered in the START DATE field.

The following error messages will display if the order start date is prior to the current order start date: E: ORDER START DATE CANNOT BE LESS THAN CURRENT ORDER START DATE. The following error message will display if the order start date is later than the current date: E: ORDER START DATE CANNOT BE GREATER THAN THE CURRENT DATE.

The ORDER TYPE and START DATE information entered on screen ASEFOD is confirmed by pressing PF9. The system automatically changes the PAY ORDER TYPE to "WAGE" and updates the WITHHOLD indicators to "Y" on all OPEN existing extensions. The system also updates the CFC PAYEE field to "Y" and the BILLING INDICATOR to "N." After the PF9 is pressed, the system displays the Update/Inquire Extension screen (ASEFOE). See the following page for instructions for completing screen ASEFOE.

```
ASEFOE    300X001            K A S E S                          PAGE 01
01/20/97  10·07:29     UPDATE/INQUIRE EXTENSION
AP NAME                                      MPI#         IV-D#
CL NAME                                      MPI#         WRKR#
FILE #    ADMIN0000


                                                          S F I I C
   STAT   TYPE    PAYEE # START DT   FREQ   FREQ AMT    BALANCE   I I W I R
    =     =====  ========== ========== ====  ===========  =========== = = = = =
1  O     CSUP            11/01/1996 MNTH     $500.00      $500.00 N N Y N N
2  O     NPA1A           11/01/1996 MNTH     $ 25.00    $1,000.00 Y Y Y N N




              ENTER "LINE NUMBER" OF SELECTION: __
-------------------------------------------------------------------------
ENTER-UPDATE      PF6-ADD EXTENSION       PF7-UP      PF8-DOWN
```

Staff selects and enters the appropriate existing arrears extension on
screen ASEFOE when adding a CS89 or CS90 ORDER TYPE to KASES.

The system does not allow access to the CSUP extension when adding a CS89
or CS90 ORDER TYPE. The following message displays if an attempt is made
to access the CSUP extension: E: ADMINISTRATIVE WAGE ORDER - CSUP NOT
AVAILABLE.

The system will not allow an extension to be created when adding a CS89 or
CS90 ORDER TYPE. The following message displays if PF6-ADD EXTENSION is
selected: E: OPTION NOT AVAILABLE FOR THIS ORDER TYPE.

The Update Order Extension screen (ASEFOG) displays after the appropriate
arrears extension is selected and entered. See the following page for
instructions for completing this screen.

```
ASEFOG                          K A S E S
01/20/97 10:19:59      UPDATE ORDER EXTENSION
AP NAME                                   MPI#          IV-D#
CL NAME                                   MPI#              WRKR# :
FILE # ADMIN0(
EXTENSION TYPE    NPA1A          EXTENSION STATUS   OPEN
PAYEE ACCOUNT #                  OTHER STATE FIPS
START DATE         01/15/1997    END DATE           12/31/2099
            ==================================================
            |                   | EXISTING ORDER | NEW ORDER |
            | CHARGE FREQUENCY  |      MNTH       |           |
            | FREQUENCY AMOUNT  |     $25.00      |           |
            | FREQUENCY AMT DUE |     $25.00      |    0.00   |
            | CURRENT BALANCE   |      $0.00      |           |
            | ADJUSTMENT AMOUNT |                 |           |
            ==================================================
IRS INDC    Y    DEFERRED AMT/FREQ           /
STTE INDC   Y    DEFERRED START DT              GUIDELINE DEVIATION
WITHHOLD    Y    DEFERRED END DATE             REBUTTAL CODE
INTEREST    N    PAID TO DATE AMT              NEXT REVIEW DATE
AP REPORTED TO CRA INDICATOR   N   LAST UPDT 01/20/1997   101609
-------------------------------------------------------------------

PF2-RETRO WRK SCR            PF9-CONFIRM           PF6-SELECT AGENCY
```

The system allows entry to the CHARGE FREQUENCY and FREQUENCY AMOUNT fields
on screen ASEFOG when a CS89 or CS90 ORDER TYPE is added to KASES.

If a CS89 is added and the FREQUENCY AMOUNT is equal to $0.00, the
following error message displays: E: CS89 FREQ AMOUNT MUST BE GREATER
THAN $0.00.

If a CS90 is added, the system allows "NONE" to be entered in the CHARGE
FREQUENCY field and $0.00 in the FREQUENCY AMOUNT field because the CS90 is
used to both modify and end the administrative wage withhold. Entering
"NONE" alerts the system to remove the charge frequency from the FREQ field
and to zero out the amount from the FREQ AMT field on the extension.

The only time "NONE" can be entered is if accessing screen ASEFOG from a
CS90 ORDER TYPE. The system displays the following error message if an
attempt is made to enter "NONE" for any order type other than a CS90: E:
"NONE" IS ONLY ALLOWED ON CS90 ORDER TYPE.

If a CS90 is added and the FREQUENCY AMOUNT is equal to $0.00, the WITHHOLD
indicator defaults to "N." Any amount in the CURRENT BALANCE field remains
as is.

After the CS89 or CS90 is confirmed, the system returns to the
Update/Inquire Extension screen (ASEFOE). The FREQ field displays the code
which shows how often the payment is to be paid and the FREQ AMT displays
the amount to be paid if a CS89 is added. The FREQ field is blank and the
FREQ AMT field shows $0.00 if a CS90 is added. The following information
message is also displayed at the bottom of screen ASEFOE if a CS90 is
added: I: WAGE WITHHOLD ENDED FOR AFDCA SUBACCT.

The system also creates Class 2 Events when the CS89 or CS90 is added to
KASES. The Event Type and Event Description for these order types read
respectively: "ADWG ADMIN WAGE EST, CS89" and "ADWG ADMIN WAGE EST,
CS90."

```
ASEFAA                      K A S E S           LAST              PAGE 1
01/20/97 10:22:53      CASE ACCOUNT STATEMENT   STORED  12/19/94  NO MORE
AP NAME WATERS           WESLEY     .    MPI# 0(         IV-D#
CL NAME WATERS           WILLOW          MPI# 0(      .. WRKR# . . .
PAY ORDER TYPE  WAGE   AUDITED  _/____    FILE # ADM1              CO. :
ORDER START DT  01/15/1997  END 12/31/2099 OTHER STATE #
             TYPE CASE        FUNDS PD   CSUP         NPA1A
           STATUS RLSE        WITH       OPEN         OPEN
        ACCOUNT # 0000043257. NO SUBACCT 0000043253   0000043253
       FREQUENCY MNTH             $0.00     $500.00       $25.00
          DUE BY 02/01/1997      +0.00     +500.00        +0.00
CHARGE THRU DT 01/31/1997   DAY OF WEEK PAYMENT DUE FRIDAY    ARRS IND
01 01/20/1997  BAL        +0.00       +0.00     +500.00   +1000.00
02 01/20/1997 CS89        +0.00       +0.00       +0.00      +0.00
03 01/20/1997  ORD        +0.00       +0.00       +0.00      +0.00
04 01/14/1997  ORD        +0.00       +0.00       +0.00      +0.00



            ENTER LINE NUMBER TO SEE DETAIL OR HISTORY   __
M:  002 SUBACCOUNT COLUMNS WERE BUILT FOR DISPLAY
PF2-PRINT          PF7-UP            PF8-DOWN        PF9-FIRST PAGE
PF10-PAGE LEFT     PF11-PAGE RIGHT
```

When a CS89 or CS90 ORDER TYPE is added, a "CS89" or "CS90" transaction
type will display in the line item column on screen ASEFAA. If the start
date for a CS89 or CS90 is the current date, the CS89 or CS90 transaction
type line will not appear on screen ASEFAA until the day following the
start date, after nightly processing is completed. For example, if a CS89
is added with a start date of 02/01/1997, the CS89 transaction type line
will appear on screen ASEFAA on 02/02/1997.